

**HOUSING PRODUCTION TRUST FUND BOARD  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
GOVERNMENT OF THE DISTRICT OF COLUMBIA**

**MEETING MINUTES**

THURSDAY, FEBRUARY 28, 2019  
2:00 pm  
DHCD HOUSING RESOURCE CENTER

**WELCOME**

**Susanne Slater, Chairperson**

The DHCD Housing Production Trust Fund Board convened in the Housing Resource Center, 1800 Martin Luther King Jr. Ave. SE, Washington, DC., pursuant to notice at 2:07 pm, Susan Slater, Chairperson, presiding.

**Board Members Present:**

Lakeeshia Fox\*  
Lynn French  
Stan Jackson  
Jim Knight  
Charles Lowery  
David Roodberg  
Susanne Slater

**Also present:**

Tsega Bekele – DHCD Deputy Chief of Staff  
Gwen Cofield - DHCD Communications Director  
Reshma Holla – DHCD DFD Deputy Manager  
Richard Livingstone - DHCD Special Assistant  
Danilo Pelletiere - DHCD Senior Advisor  
Ana van Balen - DHCD Housing Preservation Officer  
Erin Wilson - DHCD DFD Deputy Manager

\* present via telephone

## **MINUTES**

Minutes for the December 20, 2018 HPTF meeting were reviewed. Stan Jackson made a motion to adopt the minutes. The motion was seconded by David Roodberg. The minutes were approved unanimously by voice vote, Susanne Slater abstained, Lynn French not present not voting.

### **HOUSING PRODUCTION TRUST FUND UPDATE      Erin Wilson, DHCD**

Erin shared that there have been no additional closings since the last time the board met in December 2018. She shared the HPTF FY19 Closings and Pipeline report drawing the boards attention to the \$100,000 Oramenta Newsome loans.

Erin updated the board on DHCD efforts to update the 2019 Qualified Allocation Plan (QAP), noting we're on a schedule to revise the QAP every two years. The last revision was in 2017 and this year's revision is scheduled to be finalized by the end of May. She invited the board to a forum next Thursday from 10:30 to noon where DHCD will conduct structured feedback for stakeholders from the community, development community, advocates and whomever would like to provide feedback on the existing QAP and what from the user's perspective should be changed. Erin shared this is the first step in a formal process which will include a public comment period before May.

There was some discussion amongst the board about whether the group should formally provide recommendations to the QAP. The board agreed to schedule an organizing call where they will brainstorm recommendations and to set aside time at a future meeting to formally discuss those recommendations.

Erin shared the 3<sup>rd</sup> Quarter Housing Production Trust Fund Report with the board and told them to expect the 4<sup>th</sup> Quarter report imminently. As we are back on a more regular schedule with these and our annual reports, we will share a rough schedule with the board next month.

### **DHCD UPDATE      Richard Livingstone, DHCD**

Richard provided updates on behalf of Director Donaldson and shared that the Director apologizes for not making the meeting after getting called away to meetings in the Wilson Building.

Richard previewed the Director's testimony before Council tomorrow noting some FY 18 accomplishments including:

- \$167 Million in HPTF
- 2,000 affordable homes produced or preserved
- 40<sup>th</sup> Anniversary of HPAP with 7,7000 loans
- \$40 million Preservation Fund resulting in over 700 units of preserved affordable housing
- 200 Units of IZ & 800 since the program's inception

Richard also shared an update on the National League of Cities Housing Task Force noting a successful in person meeting in January resulting in five priority identifications (which are also written up in a Press Release following the meeting we will share) including:

1. Think Regionally
2. Plan Holistically
3. Consider Local Policy Levers

4. Be Community-Focus
5. Form Alliances
6. Build Partnerships
7. Create a Tool Kit

The next convening of the Task Force will occur at the National League of Cities Congressional Cities Conference here on March 11<sup>th</sup> and we look forward to updating the board next month.

#### **LEGISLATIVE UPDATE**

**Danilo Pelletiere, DHCD**

Danilo shared copies of legislation that has been introduced on behalf of the agency including the 1) Low Income Housing Tax Credit TOPA Exemption for Transfers of Interest Act of 2019; and 2) District's Opportunity to Purchase Act (DOPA) Clarification Amendment Act of 2019. He asked the board to take a look and provide any feedback to the agency. For TOPA, he noted our intent is to address concerns of the community. As it relates to DOPA, he noted that the legislation clarifies the way the program is structured, including defining an affordable unit among other things. We can discuss further at the next board meeting.

#### **PRESERVATION UPDATE**

**Ana van Balen, DHCD**

Ana announced that we have closed on 2 additional loans for the Preservation Fund. The most recent closing also happened to be the first for fund manager CIP and the largest loan with over 272 units. We've closed five loans in total with another 3 loans pending.

There was a discussion on early feedback for the fund including the economic profile of projects that might not fit the fund requirements. Ana expressed a willingness to collect feedback and see if there's a way to adjust in the future.

Ana also announced that we closed the RFP for pre-qualified developers and we hope to announce the pool soon. She noted that we will conduct another RFP next year to bring on other qualified developers and that the pool can change over time.

#### **COMMUNICATIONS UPDATE**

**Gwen Cofield, DHCD**

Following requests from previous board meetings to communicate the good work of the agency in stewarding the Housing Production Trust Fund, Gwen Cofield came to highlight the agency's communications strategy, including showing videos her office created to showcase DHCD clients and programs around Valentines Day. She encouraged board members to follow DHCD on Twitter, Facebook and Instagram, and sign up for our newsletter.

The board discussed a need to ensure messaging that was understandable to the right audience and focused on how to find housing.

David Roodberg motioned to adjourn the meeting. The motion was seconded by Charles Lowery. All voted in favor, Lakeeshia Fox not present not voting. The meeting was adjourned at 2:05pm.